Title: Town Administrator

Approved by the Board of Selectmen 10/??/26

Examples of Essential Duties:

1. The Town Administrator shall be the chief administrative officer of the Town and shall be responsible to work under the general direction of the First Selectman and Board of Selectman.

2. The Town Administrator shall be bound by the provisions of the Town's ethics policies and ordinances and shall at all times conduct themselves in a professional and nonpartisan manner. Except for ex officio appointments pursuant to this charter or by ordinance, the Town Administrator shall not hold any other elected or appointed Town Office, and shall not be an officer or member of any other organization within the Town which could give the appearance of a conflict of interest, such organizations including but not limited to:

   The Bolton Land Trust
   The Bolton Volunteer Fire Department
   The Bolton Parent Teacher Association
   The Community Voice Channel

3. Keeps the Board of Selectmen fully apprised of Town Business and following guidelines as established by the Board of Selectmen for the appropriate flow of information and communication form Town Staff, residents and third parties through the office of the Town Administrator to the Board of Selectmen.

4. Exercising such powers and performing such additional responsibilities and high level administrative, supervisory and research duties and responsibilities, not inconsistent with this Charter, as may be assigned by ordinance and/or resolution of the Board of Selectmen.

5. Manages the day-to-day operations of municipal government including, but not limited to, administrative services, public works, building and grounds maintenance, public safety, social services, recreation services and library services.

6. Coordinates the preparation of annual general government budget, capital improvements budget and debt service budget in conjunction with the First Selectman.

7. Develops and recommends long range capital and infrastructure improvement plans to the Board of Selectmen.

8. Assists in labor relations activities including information gathering, analysis and preparation. Participates in collective bargaining negotiations.

9. In conjunction with the First Selectman, prepares Board of Selectmen meeting agendas including analysis of, and recommendations on, pertinent issues. Develop policies for review. Drafts proposed regulations and ordinances. Under the direction of the First Selectman, serves as liaison with town counsel on legal issues.

10. Serves as risk manager and coordinates health insurance, property & liability insurance and workers' compensation insurance programs.

11. Coordinates purchasing of goods and services including responsibility for implementing and enforcing competitive bidding procedures. Executes contracts for the purchase of goods and services on behalf of the Town with the approval of the Board of Selectmen.

12. Serves as personnel manager in coordinating hiring programs, resolving employee problems, performing employee evaluations and administrating disciplinary action except for matters relating to employees entirely under the direction of the Board of Education.

    - The Town Administrator shall have the authority to suspend employees, except appointed Town Officers and employees of the Board of Education, pending disposition by the Board of Selectman or First Selectman.
    - The Board of Selectmen may delegate to the Town Administrator, by ordinance, the ability to hire or discharge without prior approval of the Board of Selectmen, provided that delegation of such authority shall not extend to appointed Town Officers, department heads, or employees of the Board of Education.
    - The Town Administrator shall perform a formal written annual review of each department head in accordance with the Town Charter.

13. Making recommendations to the First Selectman or Board of Selectmen for hiring or discharging all employees of the Town, except appointed Town officers and employees of the Board of Education.

14. Developing policies, proposing additions, deletions or modifications to regulations and ordinances for review and approval by the Board of Selectmen. With the consent of the Board of Selectmen, the Town Administrator may, and in the case of any proposed additions, deletions or modifications to Town regulations or ordinances shall, seek the advice of the town counsel on legal issues within the scope of the Town Administrators duties, and may be assigned to serve as liaison for the Board of Selectmen with the town counsel.

15. Supervises financial matters including tracking and reporting of revenues and expenditures and preparation of the annual audit. Monitors debt service payments and assist in the issuance of notes and bonds as required. The Town Administrator may serve as deputy or assistant Town Treasurer.

16. Represents the Town on regional and state organizations including, but not limited to, the Capitol Region Council of Governments, Council of Small Towns, Connecticut Conference of Municipalities, Eastern Highlands Health District and other committees as may be required.

17. Responds to inquiries and requests from the public, local officials, state/federal agencies and the media in a professional and timely manner. Interacts with the public in a helpful and cooperative manner that reflects a positive image of the Town and its staff.

18. When requested by the Board of Selectmen writes proposals for competitive and non-competitive State and Federal grants and administers grant programs.

19. Serves as town recycling/refuse disposal coordinator.

20. Serves as the Bolton Lakes Regional Water Pollution Control Authority Administrator.

21. Serves as the town's traffic authority known as the Local Traffic Authority.

22. Follows guidelines as established by the Board of Selectmen for the appropriate flow of information and communication from the Town Administrator to the Board of Selectmen.

Knowledge, Skills and Abilities Required:

Working knowledge of and the ability to interpret relevant federal laws, state laws and municipal charter provisions and ordinances; working knowledge of relevant municipal, state and federal laws, practices and procedures; thorough knowledge of practices and techniques and technology utilized in government operations; thorough knowledge of data processing techniques and applications; and ability to adapt to changes and react in emergency situations. Ability to conduct research and make presentations. Excellent verbal and written communication skills. Ability to work with extreme accuracy. Ability to compose letters, reports, policies, ordinances, procedures and perform basic accounting functions. Maintains skills in current computer technology.

Qualifications as Preferred:

A master's degree in either public or business administration plus a minimum of four years of progressively responsible administrative experience in the public sector. Or a bachelor's degree in either public or business administration plus a minimum of six years of progressively responsible administrative experience in the public sector.

License or Certificates: A valid Connecticut driver's license.

Physical Exertion/Environmental Conditions:

Perform duties primarily in an office environment. The physical demands are representative of those that must be met to successfully perform essential job functions. Highway driving required. Ability to lift files, office supplies, etc. of light and/or move to medium weight up to 25 pounds. Duties include some repetitive tasks. Exposure to computer screens. Some stress involved in public contact. Duties require talking and hearing; using hands to finger, feel or operate objects, tools and/or controls; reaching with hands and arms; bending; twisting; sitting; walking around; and standing. Vision ability includes close vision and ability to focus.

Note:

The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.

A. O. JOB DESCRIPTION P. 1

Title: Administrative Officer

Position Definition: Assists the First Selectman and the Board of Selectmen in managing and conducting the affairs of the Town, and in directing the operations and services of the departments.

Supervision Received: Works under the general direction of the First Selectman and the Board of Selectmen.

Examples of Essential Duties:

1. Assists in conducting Town affairs by performing such responsible and high level administrative, supervisory and research duties and responsibilities as may be determined by the First Selectman or Board of Selectmen.

2. Manages the day-to-day operations of municipal government including, but not limited to, administrative services, public works, building and grounds maintenance, public safety, social services, recreation services and library services.

3. Coordinates the preparation of annual general government budget, capital improvements budget and debt service budget in conjunction with the First Selectman.

4. Develops long range capital and infrastructure improvement plans.

5. Assists in labor relations activities including information gathering, analysis and preparation. Participates in collective bargaining negotiations.

6. In conjunction with the First Selectman, prepares Board of Selectmen meeting agendas including analysis of, and recommendations on, pertinent issues. Develops policies for review. Drafts proposed regulations and ordinances. Under the direction of the First Selectman, serves as liaison with town counsel on legal issues.

7. Serves as risk manager and coordinates health insurance, property & liability insurance and workers' compensation insurance programs.

8. Coordinates purchasing of goods and services including competitive bidding procedures.

9. Serves as personnel manager in coordinating hiring programs, resolving employee problems, performing employee evaluations and administrating disciplinary action except for matters relating to employees entirely under the direction of the Board of Education.

10. Supervises financial matters including tracking and reporting of revenues and expenditures and preparation of the annual audit. Monitors debt service payments and assists in the issuance of notes and bonds as required.

11. Represents the Town on regional and state organizations including, but not limited to, the Capitol Region Council of Governments, Council of Small Towns, Connecticut Conference of Municipalities, Eastern Highlands Health District and other committees as may be required.

12. Responds to inquiries and requests from the public, local officials, state/federal agencies and the media in a professional and timely manner. Interacts with the public in a helpful and cooperative manner that reflects a positive image of the Town and its staff.

13. Writes proposals for competitive and non-competitive State and Federal grants and administers grant programs.

14. Serves as town recycling/refuse disposal coordinator.

15. Serves as the Bolton Lakes Regional Water Pollution Control Authority Administrator.

16. Follows guidelines as established by the Board of Selectmen for the appropriate flow of information and communication through the Administrative Officer to the Board of Selectmen.

Knowledge, Skills and Abilities Required:

Working knowledge of and the ability to interpret relevant federal laws, state laws and municipal charter provisions and ordinances; working knowledge of relevant municipal, state and federal laws, practices and procedures; thorough knowledge of practices and techniques and technology utilized in government operations; thorough knowledge of data processing techniques and applications; and ability to adapt to changes and react in emergency situations. Ability to conduct research and make presentations. Excellent verbal and written communication skills. Ability to work with extreme accuracy. Ability to compose letters, reports, policies, ordinances, procedures and perform basic accounting functions. Maintains skills in current computer technology.

Minimum Qualifications Required:

A masters degree in either public or business administration plus a minimum of four years of progressively responsible administrative experience in the public sector. Or a bachelors degree in either public or business administration plus a minimum of six years of progressively responsible administrative experience in the public sector.

License or Certificates: A valid Connecticut driver's license.

Physical Exertion/Environmental Conditions:

Performs duties primarily in an office environment. The physical demands are representative of those that must be met to successfully perform essential job functions. Highway driving required. Ability to lift files, office supplies, etc. of light and/or move to medium weight up to 25 pounds. Duties include some repetitive tasks. Exposure to computer screen. Some stress involved in public contact. Duties require: talking and hearing; using hands to finger, feel or operate objects, tools and/or controls; reaching with hands and arms; bending; twisting; sitting; walking around; and standing. Vision ability includes close vision and ability to focus.

Note:

The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.

be developed and updated annually and that such plan shall include, but not be limited to, capital items and land use.

20. The Board of Selectmen shall appoint all appointed officers of the Town by ordinance, except where otherwise provided in this Charter. All of the Town's appointed officers shall serve at the pleasure of the Board of Selectmen.

21. The Board of Selectmen shall perform a formal written annual review of the Town Administrator.

Section 5.2 TOWN ADMINISTRATOR

A. The Board of Selectmen shall appoint a Town Administrator to assist the Board of Selectmen in conducting Town affairs by performing such responsible and high level administrative, supervisory and research duties and functions as may be determined by the Board of Selectmen.

1. The Town Administrator shall serve at the pleasure of the Board of Selectmen, and may be appointed or removed by vote of a majority of the entire Board. The Town Administrator shall be hired by the Board of Selectmen after having been chosen exclusively on the basis of technical and administrative qualifications, character, ability to interact with the public, educational background and training/certification and professionally related experience.

B. The Town Administrator shall be the chief administrative officer of the Town and shall be responsible to and work under the general direction of the First Selectman and Board of Selectmen.

C. C. The Town Administrator shall have the authority to suspend employees, except appointed Town officers and employees of the Board of Education, pending disposition by the Board of Selectmen or the First Selectman.

D. D. The Board of Selectmen may delegate to the Town Administrator, by ordinance, the authority to hire or discharge without prior approval of the Board of Selectmen, provided that such delegation of authority shall not extend to appointed Town officers, department heads, or employees or the Board of Education.

E. The Town Administrator shall perform a formal written annual review of each department head (as established by the Board of Selectmen) and report those reviews in writing to the First Selectman, with a copy to the Board of Selectmen including any recommendations for action. The First Selectman shall then indicate to the Board of Selectmen whether the First Selectman concurs in the recommendations of the Town Administrator, with any additional or alternate recommendations, and promptly place the report on the Board's agenda for appropriate consideration or action.

F. The Town Administrator shall be bound by the provisions of the Town's ethics policies and ordinances, and shall at all times conduct themself in a professional and nonpartisan manner. Except for ex officio appointments pursuant to this charter or by ordinance, the Town

Administrator shall not hold any other elected or appointed Town office, and shall not be an officer or member of any other organization within the Town which could give the appearance of a conflict of interest, such organizations including but not limited to:

1. The Bolton Land Trust

2. The Bolton Volunteer Fire Department

3. The Bolton Parent Teacher Association

4. The Community Voice Channel

G. The Town Administrator shall have the following authority and shall perform the following duties:

1. Managing the day-to-day operations of municipal government including, but not limited to, administrative services, public works, building and grounds maintenance, public safety, social services, recreation services and library services.

2. Coordinating the preparation of annual general government budget, capital improvements budget and debt service budget in conjunction with the First Selectman.

3. Developing and recommending to the Board of Selectmen long range capital and infrastructure improvement plans.

4. Assisting in labor relations activities including information gathering, analysis and preparation, and participating in collective bargaining negotiations on behalf of the Town.

5. Serving as risk manager and coordinating health insurance, property & liability insurance and workers' compensation insurance programs.

6. Coordinating purchasing of goods and services including responsibility for implementing and enforcing competitive bidding procedures.

7. Except as to matters relating to employees entirely under the direction of the Board of Education, serving as the Town's personnel manager, including but not limited to coordinating hiring programs, resolving employee problems, performing employee evaluations and administering disciplinary action.

8. Supervising financial matters including tracking and reporting of revenues and expenditures and preparation of the annual audit. Monitoring debt service payments and assists in the issuance of notes and bonds as required. The Town Administrator may serve as deputy or assistant Town Treasurer.

9. Responding to inquiries and requests from the public, local officials, and state/federal agencies in a professional and timely manner. Interacting with the

public in a helpful and cooperative manner that reflects a positive image of the Town and its staff.

10. When requested by the Board of Selectmen, writing proposals for competitive and non-competitive State and Federal grants and administering grant programs.

11. Keeping the Board of Selectmen fully apprised of Town business and following guidelines as established by the Board of Selectmen for the appropriate flow of information and communication from Town staff, residents, and third parties through the office of the Town Administrator to the Board of Selectmen.

12. Exercising such powers and performing such additional responsible and high level administrative, supervisory and research duties and responsibilities, not inconsistent with this Charter, as may be assigned by ordinance and/or resolution of the Board of Selectmen.

13. Making recommendations to the First Selectman or Board of Selectmen for hiring or discharging all employees of the Town, except appointed Town officers and employees of the Board of Education.

H. If specified by Town ordinance, the Town Administrator may have the following authority and perform the following duties:

1. Assisting the First Selectman with preparing Board of Selectmen meeting agendas including on, pertinent issues.

2. Developing policies, proposing additions, deletions or modifications to regulations and ordinances for review and approval by the Board of Selectmen. With the consent of the Board of Selectmen, the Town Administrator may, and in the case of any proposed additions, deletions or modifications to Town regulations or ordinances shall, seek the advice of the town counsel on legal issues within the scope of the Town Administrator's duties, and may be assigned to serve as liaison for the Board of Selectmen with the town counsel.

3. At the request of the Board of Selectmen, representing the Town on regional and state organizations including, but not limited to, the Capitol Region Council of Governments, Council of Small Towns, Connecticut Conference of Municipalities, Eastern Highlands Health District and other committees as may be required.

4. Responding to inquiries and requests from the media in a professional and timely manner.

5. Serving as town recycling/refuse disposal coordinator.

6. Serving as the Bolton Lakes Regional Water Pollution Control Authority Administrator.

7. Executing contracts for the purchase of goods and services on behalf of the Town

with the approval of the Board of Selectmen.

8. Serving as the town's traffic authority.

I. The Board of Selectmen shall be authorized to further define and specify the powers and duties of the Town Administrator, without diminishing the powers and duties provided herein, in a job description and written contract to be reviewed and approved or renewed from time to time by the Board of Selectmen, provided that:

1. The term of each such contract, extension or renewal shall not exceed three (3) years.

2. The Town Administrator shall not be required to reside in Bolton as a condition of employment.

3. Such contract, extension or renewal is terminable by the Town for convenience with a maximum liability to the Town for such termination of three (3) months compensation.

Section 5.3 PUBLIC HEARING ON AND PUBLICATION OF ORDINANCES AND POWER OF OVERRULE

A. Public Hearing. Except as provided in Section 5.4 of this Charter, no ordinance shall be adopted, amended or repealed by the Board of Selectmen until and unless one public hearing on such action shall have been held by said Board of Selectmen. Notice of such public hearing shall be given not less than five (5) days or more than thirty (30) days in advance of such hearing by publication in a newspaper having general circulation within the Town, and by posting the same as required by law. The Board of Selectmen must take action on the proposed ordinance within fourteen (14) days after said public hearing.

B. Copies. Copies of any proposed ordinance or amendment to an ordinance shall be made available for public inspection at the Town Clerk's office at least five (5) days in advance of any public hearing thereon.

C. Substantive Changes. If substantive changes are made in any proposed ordinance or in any proposed amendment to an ordinance subsequent to the public hearing, a second public hearing, to be held in accord with subsections (A) and (B) above, shall be held on such proposed changes, prior to final action by the Board of Selectmen.

D. Filing. Every ordinance or amendment to an ordinance after passage, shall be filed with the Town Clerk and recorded, compiled and published by the Town Clerk as required by law.

E. Publication. Within ten (10) days after final passage, a summary of each ordinance, amendment or repeal of an ordinance shall be published in a newspaper having general circulation within the Town and posted as required by law. The entire ordinance, amendment or repeal of an ordinance shall be posted at the Town Hall and, when practicable, on the Town's website.

F. Effective Date. Each such ordinance, amendment to or repeal of an ordinance shall